

Checklist for Comparability Reports for 2008-09

District _____ Consultant _____ Date Completed _____

Use the *Tips to Help Districts in Completing the Comparability Report* to assist you in working with the district to ensure that the Title I schools are comparable.

YES	NO	NA	Worksheet 1 – General Information to Document Comparability
			1. Is the district name and responsible official listed?
			2. Is the date of the data listed? (The date must be during this school year – on or before Oct. 31, 2008.)
			3. If the district has schools with 100 or fewer students, were they excluded from the comparability report? (The schools should be listed on the line on Worksheet 1 and not counted in the chart.)
			4. Is there is only one school per grade span? (In that case, comparability does not apply. The district should only complete Worksheet 1. All other questions will be NA.)
			5. Are the grade spans listed and are schools included in the correct grade span? (Usually there are three grade spans - elementary, middle and high. All schools with enrollments of more than 100 students are included in the chart on Worksheet 1. Preschools and alternative schools are not included because they are programs, not schools.)
			6. Did the district use size grouping correctly? (If the largest school in the grade span has an enrollment that is about two times the enrollment of the smallest school in the grade span, the grade span may be divided into a larger size grouping and a smaller size grouping. All schools in the larger size grouping do not have to be twice as large. Sometimes a really large school and a really small school will not be comparable. If size grouping is used, the larger schools are not compared to the smaller schools.)
			7. Is the question answered correctly under <i>Determining If Worksheet 2 Must Be Completed</i> ? (A <i>No</i> means that only Worksheet 1 is completed; a <i>Yes</i> means that Worksheet 2 must be completed.)

Yes	No	NA	Worksheet(s) 2 Detailed School Data Using Student/Staff Ratio (The questions apply to all of the applicable worksheets.)
			1. Was a Worksheet(s) 2 completed for each grade span or size grouping in which there is more than one school – either more than one Title I school or more than one Title I and non-Title I schools? (There has to be something to compare.)
			2. Is the information for Title I schools (or high poverty Title I schools) for the grade span or size grouping completed – name of school, actual grade span, number students enrolled, number of instructional staff paid with general (state and local) funds? (Check the Ranking Report for 2008-09 for the Title I schools. Check with the Title I Coordinator to ensure that only instructional staff paid with general funds, not federal funds, were counted.)
			3. Is the student/staff ratio correct? (The formula is set up to divide the number of students enrolled by the number of instructional staff. Check to ensure that the

			formula calculated the student/staff ratio correctly.)
			4. If Title I schools are compared to non-Title I schools in the grade span or size grouping, are the non-Title I schools listed as comparison schools and is the actual grade span listed? Do the number of students enrolled and the number of instructional staff reflect the total for the comparison schools? (Check the Ranking Report for 2008-09 for the non-Title I schools.)
			5. If all schools in a grade span or size grouping are served by Title I, are the schools with the lowest percent of poverty used as comparison schools? (Use the Title I Ranking Report for 2008-09 to determine which schools have the lowest percent of poverty and should be used as the comparison schools. Not more than 1/2 of the schools in that grade span or size grouping may be used as comparison schools.)
			6. In order for the Title I schools (or high poverty Title I schools) to be comparable and have a Yes in Column F, is the staff/student ratio listed for each Title I school less than the average staff/student ratio for the comparison schools (after it's multiplied times 110% - 1.10.)? (If any Title I or high poverty Title I school has a higher staff/student ratio than the average at the bottom, there is a problem . Any Title I school with a higher staff/student ratio is not comparable.)
			7. Are all Title I schools (or high poverty Title I schools) comparable? (If any Title I school is not comparable, staff has to be added or shifted immediately. Have the Coordinator check every number – students enrolled and instructional staff paid from general funds. The number of instructional staff included and excluded must be consistent from school to school.)
			8. If the Title I schools (or high poverty Title I schools) are not comparable, did you notify the district to submit a new Comparability Report and documentation to show that staff has been added/moved and that all schools are comparable? (Numbers cannot just be changed. Title I funds will be held until the district has submitted documentation showing that staff has been added/moved and that the schools are now comparable.)
			9. Did you remind the coordinator to keep the working papers of enrollment and staff as documentation? (If during a district monitoring visit, a district is not found to be in compliance, the district would be in a pay-back situation.)